

You are hereby notified that the American Recovery and Reinvestment Act and State of New Jersey Stimulus Initiatives have established revised employment reporting requirements. As a contractor doing business with the New Jersey Department of Transportation (NJDOT) this information will be required pursuant to either the "Equal Employment Opportunity Special Provisions," Section 10.c, Documents and Reports for Federally funded contracts or the "Equal Employment Opportunity Special Provisions Construction Contracts funded by Wholly State Funded Projects," Section XI Records and Reports" for wholly State funded contracts.

You and all subcontractors will be required to provide monthly employment and wage data to the NJDOT. This data will include, but not be limited to, the number of existing and new employees, total wages expended and specific Equal Employment Opportunity information for each contract. This information will be required regardless of billing activity and must be substantiated by monthly certified payrolls.

To facilitate collection of this data an automated web based application has been established and will replace form CC257 (which has been used in lieu of T-AD-1276). All contractors and subcontractors will need to be registered with the New Jersey Portal. It is your responsibility to forward these instructions to subcontractors. Please read and follow the attached instructions on how to register and activate your authentication code. You and all subcontractors must register and provide the following information within one week of receipt of this notification so that we can provide you with your authentication codes.

Company Name

Email Address for Company Official or CO

Company's Federal Identification Number

Contact Person's Name (this is the person who registered the account and will be logging on and supplying the requested employment data)

Contact Person's email address

Please email the above information to: trnsport@dot.state.nj.us

Thank you for your cooperation in this matter. We expect the first report to be due at the beginning of April. Further information will follow and you will be notified when the Stimulus employment web based application is activated on the New Jersey portal. If you have any questions, please contact Walter McGrosky at 609-530-5367 or walter.mcgrosky@dot.state.nj.us

Sincerely,

Anthony Genovese

Director

Division of Procurement

Stimulus Reporting

We are pleased to announce that the Stimulus Reporting on workforce information (CC-257 form) be soon be available through the NewJersey portal - <http://www.state.nj.us> on the Internet. To access this application, you will need to be **1)** registered with the NewJersey portal, **2)** receive an authorization code number (via email) to provide you with the link to the application. If you have already have a portal account you do not need to register again. Instructions below explain the registration process.

NewJersey Portal Registration Instructions

To register, please follow these instructions carefully.

If you have already registered on the NewJersey portal and need to enter an Authentication Code for a new application, go to <http://www.state.nj.us> and follow the instructions beginning at step 7.

1. Open an Internet browser and type <http://www.state.nj.us> in the address box and press <Enter>.
2. At the top left is the Login and Register boxes for the Portal.
3. Click on "Register".
4. In the dialog box entitled "Create Your My New Jersey ID", enter a Log On ID and Password of your choosing and the rest of the requested information. Be sure to include a challenge question and valid email address in case you forget your password.– This is the account your Portal password will be sent to if you forget it. You will not be able to get into the application if you do not log onto the Portal)
5. Now that you have created your account, logout. The next step is to verify the existence of your new account.
6. Log in to your account using your newly created Log On ID and Password.

Activating Authentication Code

Authentication codes will be sent via email under separate cover after you have emailed the following to trnsport@dot.state.nj.us

1. Company Name
2. Email Address for Company Official or CEO
3. Company's Federal Identification Number
4. Contact Person's Name (this is the person who registered the account and will be logging on and supplying the requested employment data)
5. Contact Person's email address

Once you receive the code, follow the instruction below to provide access to the Stimulus Reporting program.

7. Once logged into the Portal, select 'Enter Authentication code'.
8. Follow the instructions carefully. Type the code in the textbox titled 'Authentication code', and click the 'Finished' button. The code is case-sensitive.
9. The system will log you out.
10. Log in to your account. Your new application will have a link under the NJDOT heading.

Important: Under no circumstances should you give your authentication code to another user. This code has been personalized for your particular need.

NOTE: If you have questions and or problems with any of these steps please send an email to the following address: NJDOTWorkForceReporting@dot.state.nj.us